

# ATTACHMENT 4

## Rounding guidelines for outpatient mental health and substance abuse services

The following table illustrates the rules of rounding and gives the appropriate billing unit for all services *except* pharmacologic management and electroconvulsive therapy.\* Providers should use these rounding guidelines only when 1.0 unit of service is equal to one hour. Providers should follow the time specified in the procedure code description for all other codes.

| Outpatient mental health and substance abuse services |                |
|-------------------------------------------------------|----------------|
| Time (minutes)                                        | Unit(s) billed |
| 1-6                                                   | .1             |
| 7-12                                                  | .2             |
| 13-18                                                 | .3             |
| 19-24                                                 | .4             |
| 25-30                                                 | .5             |
| 31-36                                                 | .6             |
| 37-42                                                 | .7             |
| 43-48                                                 | .8             |
| 49-54                                                 | .9             |
| 55-60                                                 | 1.0            |
| Etc.                                                  | Etc.           |

The following table illustrates the rules of rounding and gives the appropriate billing unit for pharmacologic management. Providers should use these rounding guidelines only when 1.0 unit of service is equal to 15 minutes. Providers should follow the time specified in the procedure code description for all other codes.

| Pharmacologic management rounding guidelines |                |
|----------------------------------------------|----------------|
| Time (minutes)                               | Unit(s) billed |
| 1-3                                          | .2             |
| 4-6                                          | .4             |
| 7-9                                          | .6             |
| 10-12                                        | .8             |
| 13-15                                        | 1.0            |
| 16-18                                        | 1.2            |
| 19-21                                        | 1.4            |
| 22-24                                        | 1.6            |
| 25-27                                        | 1.8            |
| 28-30                                        | 2.0            |
| Etc.                                         | Etc.           |

\*Electroconvulsive therapy reimbursement is made on a daily basis; therefore, there are no rounding guidelines for this service.